

Principal Evaluation Timelines by Category

Novice Category:

Step 1: July-August

Introduction: Superintendent and all administrators will meet and discuss the Principal Evaluation System Overview. Principals should ask clarifying questions to assist in his/her understanding of the process.

Step 2: August-September

Self Assessment (Principal/Building Leader should complete Form A)

Step 3: August-September

Initial Meeting w/Superintendent/Designee: Should take place immediately following self-assessment completion. The Superintendent/Designee should have completed Form B prior to this meeting. At this meeting Superintendent/Designee with Principal/Building Leader will collaborate to complete Form C- Professional Growth Plan to complete the evaluation process and promote professional growth.

Step 4: August-October and then ongoing throughout year.

Data Collection: Data will be what was agreed upon in the Professional Growth Plan. The building leader and Superintendent/Designee will monitor throughout the school year.

Step 5: 1st November/December

Formative Assessment: A review of pertinent data will be discussed and Superintendent/Designee will complete Form D.

Step 6: 2nd January/February

Formative Assessment: A 2nd review of pertinent data will be discussed and Superintendent/Designee will complete 2nd Form D.

Step 7: March/April

Summative Assessment: Principal/Building Leader will complete Form F (Reflective Narrative) prior to meeting and submit to Superintendent/Designee. Superintendent/Designee will complete Form G based upon performance levels on the rubric, evidence of student learning and teacher growth.

Principal Evaluation Timelines by Category

Inquiry Category:

Step 1: July-August

Introduction: Superintendent and all administrators will meet and discuss the Principal Evaluation System Overview. Principals should ask clarifying questions to assist in his/her understanding of the process.

Step 2: July-August

Self Assessment (Principal/Building Leader should complete Form A)

Step 3: August-September

Initial Meeting w/Superintendent/Designee: Should take place immediately following self-assessment completion. The Superintendent/Designee should have completed Form B prior to this meeting. At this meeting Superintendent/Designee with Principal/Building Leader will collaborate to complete Form C- Professional Growth Plan to complete the evaluation process and promote professional growth.

Step 4: August-September and then ongoing throughout year.

Data Collection: Data will be what was agreed upon in the Professional Growth Plan. The building leader and Superintendent/Designee will monitor throughout the school year.

Step 5: 1st December/January

Formative Assessment: A review of pertinent data will be discussed and Superintendent/Designee will complete Form D.

Step 6: March/April

Summative Assessment: Principal/Building Leader will complete Form F (Reflective Narrative) prior to meeting and submit to Superintendent/Designee. Superintendent/Designee will complete Form G based upon performance levels on the rubric, evidence of student learning and teacher growth.

Principal Evaluation Timelines by Category

Intensive Category:

Step 1: July-August

Introduction: Superintendent and all administrators will meet and discuss the Principal Evaluation System Overview. Principals should ask clarifying questions to assist in his/her understanding of the process.

Step 2: August-September

Self Assessment (Principal/Building Leader should complete Form A)

Step 3: August-September

Initial Meeting w/Superintendent/Designee: Should take place immediately following self- assessment completion. The Superintendent/Designee should have completed Form B prior to this meeting. At this meeting Superintendent/Designee with Principal/Building Leader will collaborate to complete Form C- Professional Growth Plan to complete the evaluation process and promote professional growth.

Step 4: August-October and then ongoing throughout year.

Data Collection: Data will be what was agreed upon in the Professional Growth Plan. The building leader and Superintendent/Designee will monitor throughout the school year.

Step 5: 1st October

Formative Assessment: A review of pertinent data will be discussed and Superintendent/Designee will complete Form E and/or D.

Step 6: 2nd November

Formative Assessment: A review of pertinent data will be discussed and Superintendent/Designee will complete Form E and/or D.

Step 7: 3rd December

Formative Assessment: A review of pertinent data will be discussed and Superintendent/Designee will complete Form E and/or D.

Step 8: 4th January

Formative Assessment: A review of pertinent data will be discussed and Superintendent/Designee will complete Form E and/or D.

Step 9: 5th February

Formative Assessment: A review of pertinent data will be discussed and Superintendent/Designee will complete 2nd Form E and/or D.

Step 10: March/April

Summative Assessment: Principal/Building Leader will complete Form F (Reflective Narrative) prior to meeting and submit to Superintendent/Designee. Superintendent/Designee will complete Form G based upon performance levels on the rubric, evidence of student learning and teacher growth.